

**TOWN OF SCITUATE**



RICHARD H. AGNEW, Town Administrator

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2005

July 6, 2005

United States Environmental Protection Agency  
Water Technical Unit  
P.O. Box 8127  
Boston, Massachusetts 02114-2023

Re: National Pollutant Discharge Elimination System (NPDES) General Permit for Storm  
Water Discharges from Small Municipal Separate Storm Sewer Systems  
Annual Report for Town of Scituate  
**Permit Number: MAR041060/MA DEP Transmittal Number: W041143**

To Whom It May Concern:

Pursuant to the requirements of EPA's "National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems" issued May 1, 2003; the Town of Scituate is pleased to submit the enclosed Annual Report.

If you have any questions regarding this report, please feel free to contact me.

Very truly yours,

Richard H. Agnew  
Town Administrator

Enclosures

cc: Anthony Antonello, Director, DPW  
Engineering Division, DPW  
Charlene E. Johnston, P.E., Weston & Sampson Engineers

**Municipality/Organization:** Town of Scituate, MA

**EPA NPDES Permit Number:** MAR041060

**MaDEP Transmittal Number:** W-041143

**Annual Report Number**

**& Reporting Period:** No. 2: May 1, 2004 – April 30, 2005

JUL 1 1 2005

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Richard Agnew

**Title:** Town Administrator

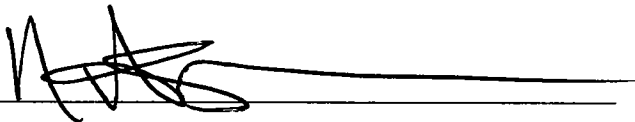
**Telephone #:** 781-545-8731

**Email:**

#### Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

**Signature:**



**Printed Name:** Richard Agnew

**Title:** Town Administrator

**Date:**

7-7-05

## **Part II. Self-Assessment**

The town of Scituate has completed the required self-assessment of the annual compliance review for the Phase II Stormwater Program. In accordance with the NPDES Phase II Stormwater requirements, the following topics were evaluated for the completion of the Annual Report:

1. Compliance with the Phase II permit conditions
2. Appropriateness of the selected BMPs
3. Progress towards achieving the program's measurable goals
4. Results of any information that has been collected and analyzed
5. Activities for the next reporting cycle
6. Changes in identified BMPs or measurable goals

The town has determined that our municipality is in compliance with all permit conditions, except for:

- The town failed to submit annual report on or before May 1, 2005.
- BMP ID #6C has been revised. The town's current budget does not allow for hazardous waste collection. However, the town's Recycling Center is accepting waste motor oil, batteries, appliances and propane tanks. The town encourages proper disposal of hazardous waste at licensed hazardous waste collection sites.

## Part III. Summary of Minimum Control Measures

### 1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1A	Develop Stormwater Section of Town Website	Town Website Manager	Measure number of hits twice per year	Water protection information has been added to the town site, including Erosion & Sedimentation Control guidance, flood hazard mitigation, and the Scituate Water Study Committee Report.	Add additional stormwater information and guidance items to the website. Measure hits twice per year.
Revised					
1B	Distribute Fact Sheets to Businesses and Residences	DPW, Conservation	Copies of the materials	A fact sheet was developed and will be distributed.	Distribute fact sheets twice per year.
Revised					
1C	Develop a Poster Display Regarding Stormwater Issues	DPW, Conservation	List of display locations	Posters are hanging in various municipal buildings: Town Hall bulletin board, Water Department, Department of Public Works, Schools.	Once a year, the town will check that the posters remain viewable. Replacements will be provided if the posters are missing or in disrepair.
Revised					
Revised					
Revised					

#### 1a. Additions


## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2A	Mark Storm Drains with Stencils During Cleaning	DPW	10% of Storm Drains Marked by Year 1	Budget constraints have kept the town from stenciling storm drains. The town will develop a relationship with a volunteer organization and make this a priority.	Mark storm drains in highest priority areas.
Revised					
2B	Conduct River, Stream, and Pond Cleanups	Volunteer Groups	Cleaner streams documented by before and after photos	Planned for Permit Year 3.	Plan a waterway cleanup day and document before and after conditions with photos.
Revised					
2C	Establish a Stormwater Telephone Hotline	DPW	Record number of phone calls to hotline, copies of articles.	Stormwater problem calls are taken by the DPW.	Continue to disseminate DPW phone number as a stormwater hotline and log the phone calls.
Revised					
2D	Public Meetings to Discuss Stormwater Issues	DPW, Conservation	Minutes from each meeting (annual)	A public meeting was held on June 15, 2004.	Hold an annual public meeting to discuss stormwater issues.
Revised					
Revised					
Revised					

### 2a. Additions


### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
3A	Develop Town Storm Drain Outfall GIS Map	DPW	Entire system mapped and outfall locations verified	The entire system has been mapped and 200 outfalls have been visually verified.	Locate outfalls with GPS that were found in Permit Year 2 but were not previously mapped.
Revised					
3B	Develop Illicit Discharge Detection and Elimination Plan	DPW	30% of all outfalls will be sampled by year 2	Prioritization of outfalls to be sampled has been established via categorization (BMP ID#7C) and field assessment has been performed. Consultant is lined up to do sampling. An IDDE plan is being developed.	Outfalls identified will be sampled in Permit Year 3.
Revised					
3C	Develop Illicit Discharge Prohibition Ordinance	DPW, BOH	Bylaw at Town Meeting by end of year 3.	Existing bylaws have been reviewed.	Develop an illicit discharge prohibition ordinance and put bylaw on agenda for Town Meeting.
Revised					
Revised					
Revised					
Revised					

#### 3a. Additions

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#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
4A	Develop Erosion Control Regulation	DPW	Bylaw at Town Meeting by End of Yr 3	Planned for Permit Year 3.	Complete the review of existing regulations and develop bylaw for erosion control. Put bylaw on agenda for Town Meeting.
Revised					
4B	Develop Design Standard for Erosion Control	DPW	Inspection checklist and documented inspections.	Began reviewing design standard guidelines for erosion control. Posted Commonwealth's guidance on town's website.	Will develop design standards for erosion control.
Revised					
4C	Procedure for Receiving Info Submitted by the Public	DPW	Record number of phone calls to hotline, copies of articles.	Stormwater problem calls are currently taken by DPW staff. A log is kept of all calls.	Continue to operate hotline and record the number of phone calls.
Revised					
Revised					
Revised					
Revised					

##### 4a. Additions


## 5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
5A Revised	Develop BMP Regulation	DPW	Bylaw at Town Meeting – Yr 3	Planned for Permit Year 3.	Develop BMP regulation and put regulation on agenda for Town Meeting.
5B Revised	Develop and Implement Inspection Program	DPW	Copies of maintenance reports plus inspection records.	Planning Board inspects new subdivisions.	Continue to develop inspection program.
5C Revised	Develop BMP Design Standards	DPW	Improved Bylaws – Yr 4	Planned for Permit Year 4.	Planned for Permit Year 4.
Revised					
Revised					
Revised					
Revised					

### 5a. Additions




## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
6A Revised	Clean Catch Basins	DPW	Clean all Basins – Ongoing	2,000 catch basins were cleaned.	Clean catch basins as needed.
6B Revised	Sweep Streets in Town	DPW	Volume of sweepings collected – report annually	The sweeper is run from April until October. Approximately 90 yards of waste was collected.	Sweep streets and record the volume of sweepings collected annually.
6C Revised	Ensure Proper Disposal for Hazardous Wastes	DPW, BOH	Document quantity of wastes collected annually Accept motor oil, batteries, appliances, propane tanks at Recycling Center	No hazardous waste collection due to funding cuts. Accept motor oil, batteries, appliances, propane tanks at Recycling Center	Residents are encouraged to drop off at nearby facilities.
6D Revised	Develop an Inspection and Maintenance Plan	DPW	Written schedule, records of inspections and maintenance	An evaluation of existing maintenance activities, resulted in the Highway Department having a new wash bay to be installed. Transfer station inspected.	Develop a checklist and notebook for maintenance records.
Revised					
Revised					

### 6a. Additions

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**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 2</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 3</b>
7A	Develop a Water Quality Strategy for 303d Waters	DPW	Copy of Water Quality Strategy Plan, summary effort	Water Study Committee Report evaluated water quantity issues and provided recommendations.	Include evaluation of 303d waters in Stormwater Management Master Plan.
Revised					
7B	Implement BMPs from Water Quality Strategy	DPW	Summary of efforts and water quality improvements	Planned for Year 5.	Planned for Year 5.
Revised					
7C	Categorize Drainage System	DPW	Map of system categorization by end of Yr 3	Began categorizing drainage system.	Complete categorization of drainage system.
Revised					
7D	Evaluate Hydraulic Capacity in Areas of Concern	DPW	Report detailing results by end of Yr 3	Began evaluating hydraulic capacity in areas of concern.	Complete hydraulic capacity evaluation and report results.
Revised					
Revised					
Revised					

**7a. Additions**


## **7b. WLA Assessment**

#### Part IV. Summary of Information Collected and Analyzed

The entire town's drainage system was mapped using GIS. Locations of outfalls have been verified. Unknown outfalls have been located and will be added to the town's drainage map. All outfalls have been visually inspected. Detail records for each outfall were kept.

#### Part V. Program Outputs & Accomplishments (OPTIONAL)

##### Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	(\$)	

##### Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

## Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

## Mapping and Illicit Discharges

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(# ) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

## Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and \$)	
Complaints/concerns received from public	(#)	

## Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

## Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	(\$)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	
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Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	(\$)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: (“N/A” = never used; “100%” = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	
Storage shed(s) in design or under construction	(y/n)	